State Treasurer’s Office

Electronic Deposit Form (EDF) System

User Manual
Revised March 2011
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SYSTEM REQUIREMENTS

- Operating System: Windows 2000 or XP
- Internet Browser: Internet Explorer 5.5 or higher
- Adobe Acrobat Reader: Version 5.0 or higher
- Office: Microsoft Office 2000 or higher
- Printer: Laser printer, which is capable of printing within 3/8” from the bottom of the page.
- Toner: MICR toner
- Paper: Blank Deposit Paper (24 lb. & Twice Perforated, 8½” x 11½”)
- Monitor: Computer screen capable of displaying 800 x 600 pixels
SECURITY

Password rules:
1. Must be a minimum of 7 alphanumeric characters
2. Must contain at least one lowercase character
3. Must contain at least one uppercase character
4. Must contain at least one numeric character
5. Special characters and spaces are not allowed
6. Case sensitive

Three (3) consecutive incorrect attempts to logon inactivates a UserID. Users can contact the Agency Site Administrator to have it reset. Site Administrators that get locked out may contact another Site Administrator in their agency or can contact STO to have their UserID reset.
Security Levels

State Treasurer's Office Level:

- **STO Admin:**
  - Can add/delete agencies
  - Can add/delete agency CTS accounts
  - Can add/delete/modify CTS banks
  - Can add/delete agency Site Administrator
  - Can leave system message for all EDF users
  - Can run special reports

Agency Level:

- **Site Administrator**
  - Can add/delete/modify other agency personnel (lower security levels)
  - Can modify/delete another Site Administrator profile
  - Can reset any UserID except their own
  - Can view user manager audit trail
  - Can also do everything listed under ‘Supervisor’

- **Supervisor**
  - Can determine how agency name appears on deposit slips
  - Can modify deposits not transmitted (Deposits Manager)
  - Can download deposit data to Excel
  - Can add/delete/modify location codes for each agency CTS account
  - Can set up For Agency Use (FAU) lines on location code
  - Can set up CTS account-location code relationship
  - Can activate/inactivate banks available
  - Can set defaults for CTS account # and location to determine which account-location appears on the deposit form first
  - Can determine deposit start number
  - Can view agency manager and bank manager audit trails
  - Can also do everything listed under ‘User’

- **User**
  - Can key deposits
  - Can also do everything listed under ‘Viewer’

- **Viewer**
  - Can view/reprint deposits
  - Can view deposit audit trail
  - Can create reports
  - Can download report to Excel
  - Can modify own password, phone number or e-mail address in ‘My Profile’

Functions Available at each Security Level

- **STO Admin:**
  - User Administration
  - Agency Administration
  - Bank Administration
  - System Message

- **Site Administrator:**
  - Agency Maintenance
• User Manager
• Agency Manager
• Bank Manager
  o Deposit Maintenance
    • Deposits Manager
    • Download Deposit Data
    • Create a Report
    • View/Reprint a Deposit
  o Deposit Entry
    • Deposit
    • Pre-sort (Pre-Sort Agencies only)
    • Misc-Sort (Pre-Sort Agencies only)
    • Imaged Cash Letter
    • Remote Deposits
    • Adj./Wires/Misc
      ▪ Supplemental Adj.
      ▪ Wires/Misc

■ Supervisor
  o Agency Maintenance
    • Agency Manager
    • Bank Manager
  o Deposit Maintenance
    • Deposits Manager
    • Download Deposit Data
    • Create a Report
    • View/Reprint a Deposit
  o Deposit Entry
    • Deposit
    • Pre-sort (Pre-Sort Agencies only)
    • Misc-Sort (Pre-Sort Agencies only)
    • Imaged Cash Letter
    • Remote Deposits
    • Adj./Wires/Misc
      ▪ Supplemental Adj.
      ▪ Wires/Misc

■ User
  o Deposit Maintenance
    • Create a Report
    • View/Reprint a Deposit
  o Deposit Entry
    • Deposit
    • Pre-sort (Pre-Sort Agencies only)
    • Misc-Sort (Pre-Sort Agencies only)
    • Imaged Cash Letter
    • Remote Deposits
    • Adj./Wires/Misc
      ▪ Supplemental Adj.
      ▪ Wires/Misc

Section 2 – Security 2-3
- **Viewer**
  - Deposit Maintenance
    - Create a Report
    - View/Reprint a Deposit
AUDIT TRAIL

Audit trails allow someone to see when something was modified (or added/deleted) and who made the change. While only site managers and supervisors have access to the audit trails for the Agency Maintenance Section (User Manager, Agency Manager and Bank Manger), everyone can see the audit trail for a specific deposit item.

Audit trails for deposit items may be viewed in the following functions:
- Deposit Manager (only available prior to transmission and must be supervisor or site manager)
- View/Reprint a Deposit (everyone)
LOGON AND LOGOFF

Logon

Three (3) consecutive incorrect attempts to logon inactivates a UserID. Users can contact the Agency Site Administrator to have it reset. Site Administrators that get locked out may contact another Site Administrator in their agency or can contact STO to have their UserID reset.

Logoff

It is very important for you to click on ‘Logoff’ to completely log out of the system, rather than just clicking on the ‘x’ in the upper right corner to close the internet browser.
EMAIL STO: CONTACT STO (EDF QUESTIONS)

If you have any EDF or deposit questions, you may contact us by clicking on ‘Contact STO’ to send us an email. An untitled message form will pop-up with our email address.

Just type your message and send.
Deposits that total over $100,000.00 need to be reported to the Financial Services Section of the Treasurer’s Office. To report a large deposit you must choose the “Report Large Deposit” option to send an e-mail to Financial Services and not the “Contact STO” option.

When you click on the “Report Large Deposit” option the pre-set e-mail (shown below) is ready for you to type in your message and send it to STO’s Financial Services Section.
**MY PROFILE**

Any user may modify password, phone number, and e-mail address information for their personal UserID profile by clicking on ‘My Profile’.

1. Make the desired changes
   - See Password section under Security for password rules
   - Note: fields marked with an asterisk are required
2. Then click ‘Update’ to save
ONLINE HELP

You may click on ‘Help’ for limited on-line reference. It takes you to a screen where you can download a copy of the most current EDF User Manual in PDF format or view the short names of the banks.

User Manual
When you click the ‘User Manual’ link, the most current EDF User Manual appears in PDF format.

State Treasurer’s Office

Electronic Deposit Form (EDF) System
**List of Bank Short Names**

1. When you select the ‘List of Bank Short Names’ link, the list of all current Regular Banks appears with the following information:
   - (STO) Bank Number
   - Bank Short Name
   - Bank Lines
   - Bank Encode
   - Bank Type

2. Use the appropriate links to view the list of all current Pre-Sort, Misc-Sort, Imaged Cash Letters or Remote Deposits banks

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To view a list of Pre-Sort, Misc-Sort, Imaged Cash Letters or Remote Deposits Banks, click on the appropriate link.
SYSTEM MESSAGES

STO will occasionally put a message for all users on the EDF system.

1. On Main Menu screen click on ‘System Message’ in the gray box
2. Click on the message

Click to close
SETTING UP YOUR AGENCY

General Instructions

This is a quick chronological reference on setting up your agency. For specific ‘how to’ details please refer to the appropriate section in the manual.

1. STO sets up agency accounts and CTS banks for agency access
2. STO sets up at least two Site Administrators for each agency
3. Agency determines users and their security level (privilege)
4. Site Administrator sets up UserIDs with temporary passwords and security levels (privileges) for each user [see AGENCY MAINTENANCE: User Manager]
   Note: all users should change their password the first time they logon

A Site Administrator or Supervisor does the following:
[see AGENCY MAINTENANCE: Agency Manager]

5. Set up agency locations
6. Associate (link) accounts and locations
7. (optional) Set For Agency Use (FAU) lines for each link
8. (optional) Set Agency Default account/location (this combination will always appear first on every deposit entry form)
9. (optional) Set Account Default location (sets the location that always appears first if a specific account is selected)

A Site Administrator or Supervisor does the following:
[see AGENCY MAINTENANCE: Bank Manager]

10. Inactivate the banks your agency is not currently using
11. (optional) Set the starting deposit number for each active bank (if not set, the default is ‘1’)


AGENCY MAINTENANCE: USER MANAGER

Security clearance required:
- Site Administrator

Purpose of Function:
This function allows the Site Administrator to assign various levels of security clearance or privileges, UserIDs, assign Accounts/Locations/Deposit Types and passwords to approved users. (See ‘Passwords’ section under Security for password rules.) This gives each agency internal control over the number of people with access to their account as well as control over each user’s type of access. Each agency may set up their own policies and procedures for determining this authorization process.

A Site Administrator cannot add another Site Administrator, but can activate/inactivate, delete or modify another Site Administrator’s profile.

If there is only one Site Administrator for your agency, contact STO for assistance to add another Site Administrator, delete the current Site Administrator or reset a Site Administrator’s UserID if they are locked out.

To Add a User Profile:
- Logon as Site Administrator
- Select ‘User Manager’ from main menu
- Click on ‘Add a User’

Add profile on screen below
- Asterisks (*) denote required fields
- Passwords must be at least 7 alphanumeric characters (see password rules under security)
- Click Access dropdown for level of security/privilege
- Click ‘Add User’
To Assign or Remove Account/Locations:

- Logon as Site Administrator
- Select ‘User Manager’ from main menu
- Click on a user name or UserID
- Click on Assign Account/Locations
- To Assign: Click on Assign to User (to the right of Account/Location Desired)
- To Assign all: Click on Assign All
- To remove: Click on Remove (to the right of Account/Location Desired)
- To remove all: Click on Remove All
User Detail

Please edit the information below. (* required field)

UserID*   ACUser
Password*   ********** Confirm Password*   **********
First Name*   User Last Name*   AO
Phone Number
Email Address
Access*   User
Active*   Yes

Update User   Delete User

Check Audit Trail   Assign Account/Locations   Assign Deposit Types

Account/Location Assignments

AC, User

Available (Assign All)

<table>
<thead>
<tr>
<th>Account</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>897/000</td>
<td>Assign To User</td>
</tr>
<tr>
<td>90/9099</td>
<td>Assign To User</td>
</tr>
<tr>
<td>907/DNG</td>
<td>Assign To User</td>
</tr>
<tr>
<td>087/000</td>
<td>Assign To User</td>
</tr>
<tr>
<td>907/AOK</td>
<td>Assign To User</td>
</tr>
<tr>
<td>907/DNG</td>
<td>Assign To User</td>
</tr>
</tbody>
</table>

Assigned (Remove All)

No Locations Assigned
To Assign or Remove Deposit Types:

- Logon as Site Administrator
- Select ‘User Manager’ from main menu
- Click on a user name or UserID
- Click on Assign Deposit Types
- To Assign: Click on Assign to User (to the right of Account/Location Desired)
- To remove: click on Remove (to the right of Account/Location Desired)
To Modify a Profile (including changing passwords):

- Logon as Site Administrator
- Select ‘User Manager’ from main menu
- Click on a user name or UserID
- Make changes to profile on screen below
- Click ‘Update User’

Please note: each user has the ability to change their password, phone number and e-mail address by clicking on ‘My Profile’
To Delete a User:

- Logon as Site Administrator
- Select ‘User Manager’ from main menu
- Click on a user name or UserID
- Click ‘Delete User’
To Reset a UserID:
- Logon as Site Administrator
- Select ‘User Manager’ from main menu
- Click on User Name or UserID on screen below
- Change Active from ‘No’ to ‘Yes’ on screen below
- Click ‘Update User’
Security clearance required:
- Site Administrator
- Supervisor

Purpose of Function:
The Agency Manager is crucial to the way information is displayed on the deposit entry forms. It establishes critical information available to the personnel using this system. The Agency Manager determines:

1. How the agency name appears on deposit slips
2. The location codes available to the entire agency and to each account
3. The default information on each location code’s For Agency Use (FAU) lines
4. The relationship between accounts and location codes
5. Which account-location combination appears on the deposit form first

There are 3 main sections to the Agency Manager:
1. Edit Agency Name
2. List of (Agency) Accounts
3. List of (Agency) Location Codes

Agency Name:
The agency name in the box determines how it appears on the deposit slips and reports. Please don’t be too cryptic. SWRSTCR might be meaningful to you, but it’s difficult for the rest of us to decipher.
**Location Codes – In General:**

*Each agency begins with one mandatory location.* This first location is originally set as ‘000’ (3 zeros). It may be edited and changed, but it is a system requirement and CANNOT be deleted. It has an asterisk next to it on the Agency Manager menu.

**To change:** click on ‘000’, make changes and click ‘Save’

There is no limit to the number of locations you may create, but we recommend that you keep it reasonable for better control. Each location can add another item to the drop down list on the deposit entry form for users authorized to access multiple locations. Locations are assigned to each user on an “as need” basis (see Section 10 on Agency Maintenance – User Manager).
Be creative in thinking of different location codes. While not required (except for the one that is mandatory), they can help your staff identify the different sources of deposits. A location code does NOT have to be for a location such as Sacramento or for a unit such as cashiering or trust. It can also be for a type of revenue such as tuition or parking. You can even create reports for a specific account and location code.

REMINDER: If you add a new location code to an established agency, don’t forget to assign the new location code to the authorized users (see Section 10 on Agency Maintenance – User Manager).

Add a Location to ‘List of Location Codes’:

A location must appear on the ‘List of Location Codes’ before it can be linked to an agency account. (See section on ‘Assign a location to an account number’.) This list contains all the location codes for the agency. You do not need to use every location code with every account.

- Click on ‘Create a Location’ in the List of Location Codes section
- Enter the new location code in the box that appears
  
  **Location rules:**
  - must be 1 – 3 alphanumeric characters
  - no spaces or special characters allowed
  - system automatically converts lowercase to UPPERCASE

- Either click on ‘Create’ button or hit enter

If you click the red box with the white line in the middle, it hides the ‘Create box’.
If you click on the ‘Create button’ your new location is now listed:

Modify a Location name in ‘List of Location Codes’:
Click on an existing location in the ‘List of Location Codes’ section, change the name in the box that appears then save.
Delete a Location from ‘List of Location Codes’:

- Click on ‘Delete a Location’ in the List of Location Codes section
- Select a location from the drop-down menu
- (Note that the mandatory location (000 in example below) is NOT available on the drop-down list since it cannot be deleted)
- Click the ‘Delete’ button

- If you click the red box with the white line in the middle , it hides the ‘Delete box’.
Location “A3B” is deleted.

NOTE: DELETING A LOCATION FROM HERE REMOVES IT FROM THE LIST AND DELETES IT FROM ALL ACCOUNTS IN THE AGENCY.

Do not assign a location to more than one account if you don’t ever plan to use this 'all inclusive delete' feature.

Note: If you recreate a Location code after it has been deleted, remember to add/reset the Start Number under Bank Manager.

Assign a Location to an Account Number:

- Click on an account number in the List of Accounts section then:
  1. Click on ‘Associate a new location’ on the Account Maintenance screen
  2. Select a location from the drop down menu in the gray box that appears
  3. Fill in ‘For Agency Use’ (FAU) lines (optional)
      a. When typed here, it will always appear on the deposit slips
      b. All lines are editable when the deposit slip is keyed
  4. Click ‘Save’
Each location code can be linked to more than one account. The same location can have different “For Agency Use” (FAU) message lines when associated (linked) with different accounts.

Example: Account 887 is linked with Location ‘TVL’ and FAU #1 is ‘Transit’ at the same time that Account 987 is linked with Location ‘TVL’ and FAU #1 is ‘Mileage’

Account 887 with Location “TVL”

When creating a deposit slip under account ‘887’ and location ‘TVL’ is selected, ‘Transit’ will appear in the first FAU line.
Account 987 with Location ‘TVL’

When creating a deposit slip under account ‘987’ and location ‘TVL’ is selected, ‘Mileage’ will appear in the first FAU line.

Delete a Location from an Account Number:
- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details appear in a gray box
- Click ‘Delete’ to delete this location from this account
- Say ‘OK’ to the pop up message to delete
Modify an Existing For Agency Use (FAU) Line:

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The FAU detail will appear in a gray box
- Modify the FAU detail and click ‘Save’ to keep
Note: FAU lines come in very handy and may serve as a reminder for repetitive information. The person keying the deposit can type additional information on FAU line 2 since FAU line 1 already contains a description.
Agency Default vs. Account Default:

The Agency Default is the account and location combination that always appears first on the deposit entry form for the entire agency. An Account Default is a location that appears first if a specific account is selected. An Agency Default takes precedence over an Account Default.

The difference between Agency Default and Account Default is only an issue if you have multiple accounts in your agency. If your agency has only one account, they both react the same way.

NOTE: Defaults only affect users who have access to the Account/Location combination designated for either default and is only noticeable if the user has access to more than one Account/Location combination (see Agency Maintenance – User Manager).

Set Agency Default (for multiple accounts):
To Set the Agency Default:
- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on 'Set as Agency Default'
Account 887/Location AOK will appear first on the deposit entry forms for everyone in the agency that has access to this combination (see Agency Maintenance – Agency Manager).
Set Account Default (single or multiple accounts):

Setting a location as the Account Default means that this location code will appear first whenever the account is selected from the drop down menu on the deposit entry form.

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on ‘Set as Account Default’
Location “CSH” will appear first on the deposit entry forms if Account 987 is selected.

Changing the Account Default:
To change an Account Default, first remove the existing Account Default then follow the instructions for ‘Set Account Default’.

Remember: If an account has both an Agency Default and an Account Default, the Agency Default always takes precedence.

Changing the Agency Default:
Changing the Agency Default is very simple. Just follow the instructions for ‘Set Agency Default (for multiple accounts)’ and the new account/location code you select becomes the new Agency Default. This automatically changes the old Agency Default to an Account Default. If you do not want the old Agency Default to become an Account Default, you must also follow the instructions for ‘Removing an Account Default’.
- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on ‘Set as Agency Default’

Example: change Agency Default from ‘887 AOK’ to ‘887 TVL’
Removing an Agency Default:
Removing an Agency Default without assigning a new one is a 2 step process. Removing an Agency Default turns it into the Account Default. If you don’t want it as the Account default, follow the instructions for ‘Deleting an Account Default’.

Step 1: Remove the Agency Default designation
- Select an account in List of Accounts
- Select a location on the Account Maintenance screen
- Click on ‘Remove as Agency Default’ under the gray FAU box that appears

Step 2: Remove the Account Default designation (optional)
Follow the instructions for ‘Removing an Account Default’
Removing an Account Default:
To remove an existing Account Default:
- Select an account in List of Accounts
- Select a location on the Account Maintenance screen
- Click on ‘Remove as Account Default’ under the gray FAU box that appears
AGENCY MAINTENANCE: BANK MANAGER

Security clearance required:
- Supervisor
- Site Administrator

Purpose of Function:
This function lists the depository banks that are available for use on the deposit entry forms. All the main CTS banks will be made available to every agency. (However, the Pre-Sort and Misc-Sort banks will only be available to the Pre-Sort agencies.) By activating or deactivating the banks on the list, each agency can control the bank deposit slips available to their personnel.

PLEASE NOTIFY STO IF YOU ARE PLANNING TO USE A DEPOSITORY BANK YOU DON'T NORMALLY USE.

The details for each bank (bank account number, address, etc.) are established by STO Administrators and cannot be modified at the agency level.

The Bank Manager also allows each agency to establish the beginning deposit number based upon individual accounts in each bank.
Activating/Deactivating Available Banks:
The ‘Change Account Status’ column tells you if the bank is active or not
- Make Inactive means the bank is currently active, click to make it inactive
- Make Active means the bank is currently inactive, click to make active

Banks that are inactive will not be available on the deposit entry forms used to key data.

Deposit Numbers Background:
Every deposit slip number on this system has 10 digits. The first 4 numbers are predetermined and cannot be changed. Each agency can determine the starting number of the last 6 digits on a bank’s deposit slip or accept the default of ‘000001’ (shown as ‘1’).

Deposit number – 10-digit breakdown:
- 2nd – 4th: agency account number
- 5th – 10th: agency determined; the default is 000001
  (if it reaches 999999, the next number will be 000000)

Deposit Numbers - Bank/Account vs Bank/Account/Location:
The Bank Manager also allows each agency to establish the beginning deposit number based upon individual accounts in each bank. You have 2 options to base your deposits numbering system on:
- Bank and agency account
- Bank, agency account and location code
For example, if the bank/agency account option is used, all deposits keyed for account 555 in Wizard City Bank will be sequential even if there were 5 different ‘location codes’ used. If the flag were reset to be based on bank/account/location, all account 555 deposits keyed to Wizard City Bank would be sequential only if they were for the same location code in the same bank.

The default option is based on the bank and agency account number(s). You must notify STO if you want to establish start numbers based on the bank, account and location. We have to set a special flag that will allow you to do this. (See appendices A – D for detailed examples on the difference.)
Set the Starting Deposit Number for Each Bank:

You can enter a start number for an active or inactive bank. If the bank is inactive, the program reminds you the bank is inactive, click ‘OK’ and it will accept your input. This information will not be used until the bank is made active.

You can be creative in determining the start number, but remember, this number will always increment by 1. For instance, if you are positive that you never make more than 9,999 deposits each year, you can use the 5th and 6th digits to display the STO assigned bank number and set the last digit to ‘1’. Hence, the first BofA (STO # = ‘02’) deposit number for an agency with account #555 might be:

1 555 02 0001  = 1555020001

In order for the 5th and 6th places (02) in this number to remain significant, the numbers would have to be monitored and reset regularly (after all, the number after 1555029999 is 1555030000)

- On the Bank Manager screen click ‘Edit’ in the ‘Start Number column for a specific bank
- Click on ‘Add a New Start Number’
- Select the account from the dropdown
- Type in the number you want the deposits to begin with (up to 6 digits)
  (this represents the last 6 digits of the deposit number. Even though it may show as less than 6 digits, it will zero fill on the deposit slip)
- Click on ‘Add’
Remember: The default is '000001' (shown as '1').
Modifying a Start Number:

- In Bank Manager menu click on ‘Edit’ on a specific bank line
- Select the account on the ‘Start Numbers’ screen
- Type in the number you want the deposits to begin with
- Click on ‘Update’

Note: The last number used is also visible on this screen.
DEPOSIT MAINTENANCE: DEPOSIT ENTRY

Security clearance required:
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Deposit Entry Screens function is to input the information necessary to complete a Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank’s reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer’s Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

Deposit (Regular) Entry:

To access the Deposit Entry Screen click on the Deposit button as shown below.
The following screen will appear:

![Screen Shot](image)

**Session defaults:**

- **Account**  
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Location**  
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Bank Account**  
  (selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)

- **Signature**  
  (established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:
1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for regular deposit forms is Bankstamp. This data will remain constant until changed by the user. This is a required field.

5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.

6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. This is an optional field.

7. Currency Only – This field is for whole dollar amounts only and will not accept cents. Dollar Sign and commas are not allowed. The maximum amount for this field is $99,999,999.00. This is an optional field.

8. Coin Only – This field is for coin amounts only. Dollar Sign and commas are not allowed. The maximum amount for this field is $99,999,999.99. You must enter a decimal when keying “cents.” This is an optional field.
9. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” This is an optional field.

10. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. This is an optional field.

11. Total Deposit – This field is the total amount of the deposit (i.e., inclusive of currency, coin, and checks). Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” This is a required field and must be in agreement with any detailed amounts entered.

Once the Total Deposit is entered and saved, the system will total the amounts in the Currency Only, Coin Only, and the Check fields to compare against the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.
After the user verifies all the information entered in the Electronic Deposits Form, they may click on one of the following four options:

1) **Save/Print**: This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**

![Microsoft Internet Explorer window with an error message](image)
If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:

2) **Save/No Print**: This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.

3) **Hold/Save**: This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold, which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.

4) **Reset**: This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

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Please Note: This will be the report of deposit (ROD) form used by the majority of state agencies.
Pre-Sort Deposit Entry:

Security clearance required:
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Pre-Sort Deposit Entry Screen function is to input the information necessary to complete a Pre-Sort Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank’s reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer’s Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the Pre-Sort Deposit Entry Screen click on the Pre-Sort button as shown below.
The following screen will appear:

![Screen capture of the Deposits Form with fields highlighted.](image)

Session defaults:

- **Account**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Location**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Bank Account**
  (selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)

- **Signature**
  (established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Pre-Sort deposits is Courier. This data will remain constant until changed by the user. This is a required field.

5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.

6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. This is an optional field.

7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” For Pre-Sort deposits, this is a required field.

8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. For Pre-Sort deposits, this is a required field.

9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” This is a required field and must be in agreement with any detailed amounts entered.

Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.
After the user verifies all the information entered in the Pre-Sort Electronic Deposits Form, they may click on one of the following four options:

1) **Save/Print:** This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**
If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:

2) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.

3) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.

4) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

**Please Note:** Only state agencies that pre-sort their checks can access and utilize this report of deposit form.
Misc-Sort Deposit Entry:

Security clearance required:
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Misc-Sort Deposit Entry Screen function is to input the information necessary to complete a Misc-Sort Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank’s reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer’s Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the Misc-Sort Deposit Entry Screen click on the Misc-Sort button as shown below.
The following screen will appear:

![Screen Image]

Session defaults:
- **Account**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**
  (selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
  (established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Misc-Sort deposits is Courier. This data will remain constant until changed by the user. This is a required field.

5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.

6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. This is an optional field.

7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” For Misc-Sort deposits, this is a required field.

8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. For Misc-Sort deposits, this is a required field.

9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” This is a required field and must be in agreement with any detailed amounts entered.
Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.
After the user verifies all the information entered in the Misc-Sort Electronic Deposits Form, they may click on one of the following four options:

1) **Save/Print**: This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**

![Warning message](image)

Please make sure you have MICR toner inserted in your printer.

[OK]
If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:

2) **Save/No Print**: This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.

3) **Hold/Save**: This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.

4) **Reset**: This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: The Misc-Sort Report of Deposit Form can only be accessed and utilized by state agencies that participate under the State Treasurer's Office Miscellaneous Sort Contract.
Imaged Cash Letter Deposit Entry:

Security clearance required:
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Imaged Cash Letter Deposit Entry Screen function is to input the information necessary to complete an Imaged Cash Letter Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by your imaging equipment; however the bank may not require the ROD to be imaged. In that case, the ROD number would be entered into a field on the Bank’s website when imaging the checks. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer’s Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the Imaged Cash Letter Deposit Entry Screen click on the Imaged Cash Letter button as shown below.
The following screen will appear:

1. **Account**
   (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
2. **Location**
   (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
3. **Bank Account**
   (selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
4. **Signature**
   (established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28
characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Imaged Cash Letter deposits is Courier. This data will remain constant until changed by the user. This is a required field.

5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.

6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. This is an optional field.

7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” For Imaged Cash Letter deposits, this is a required field.

8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. For Imaged Cash Letter deposits, this is a required field.

9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” This is a required field and must be in agreement with any detailed amounts entered.
Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.
After the user verifies all the information entered in the Imaged Cash Letter Electronic Deposit Form, they may click on one of the following four options:

5) **Save/Print**: This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**

```
Microsoft Internet Explorer

⚠️ Please make sure you have MICR toner inserted in your printer.

OK
```
If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:

6) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.

7) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.

8) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

**Please Note:** The Imaged Cash Letter Report of Deposit Form can only be accessed and utilized by state agencies who have been set up by the State Treasurer’s Office.
Remote Deposit Entry:

Security clearance required:
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Remote Deposit Entry Screen function is to input the information necessary to complete a Remote Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the desktop scanner supplied by the bank; however, the bank may not require the deposit slip to be scanned. In that case, the ROD number would be entered into a field on the Bank’s website when scanning the checks. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer’s Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the Remote Deposit Entry Screen click on the Remote button as shown below.
The following screen will appear:

![Deposit Form Image]

Session defaults:

- **Account**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Location**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Bank Account**
  (selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)

- **Signature**
  (established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Remote deposits is Courier. This data will remain constant until changed by the user. **This is a required field.**

5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE.** This is a required field.

6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**

7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **For Remote deposits, this is a required field.**

8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **For Remote deposits, this is a required field.**

9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**
Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.
After the user verifies all the information entered in the Remote Electronic Deposits Form, they may click on one of the following four options:

1) **Save/Print**: This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**

![Warning Message]

Please make sure you have MICR toner inserted in your printer.

[OK]
If you are keying a large dollar deposit late in the afternoon, you will receive this reminder:

2) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.

3) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.

4) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: The Remote Report of Deposit Form can only be accessed and utilized by state agencies who have been set up by the State Treasurer’s Office.
Supplemental Adj. Deposit Entry:

Security clearance required:
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Supplemental Adj. Deposit Entry Screen function is to input the information necessary to complete a Supplemental Adj. Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank’s reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer’s Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the Supplemental Adj. Deposit Entry Screen click on the Supplemental Adj. button as shown below.
The following screen will appear:

![Deposit Entry Screen](image)

### Session defaults:
- **Account**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
  The default location code for supplemental deposit slips is “SUP”. This cannot be changed.
- **Bank Account**
  (selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
  (established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). This is an optional field.

4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Supplemental Adj. deposits is Bankstamp. This data will remain constant until changed by the user. This is a required field.

5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be backdated up to 6 months or post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.

6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. This is an optional field.

7. Adj, Wires, & Misc – This field is for supplemental deposit adjustments. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” For Supplemental Adj. deposits, this is a required field.

8. Total Deposit – This field is the total amount of the deposit, which should match the Adj./Wire/Misc. amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” This is a required field and must be in agreement with any detailed amounts entered.
Once the Total Deposit is entered and saved, the system will compare the amount in the Adj./Wire/Misc. field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.
After the user verifies all the information entered in the Supplemental Adj. Electronic Deposits Form, they may click on one of the following three options:

1) **Hold/Save/Print**: This option, when selected, will save the deposit information to the database and will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function. Each day, STO Bank Rec staff will review bank data to determine when supplemental deposits have been credited to the State’s account. The designated staff at each agency will be notified when bank credit has been processed for supplemental deposits and instructed to change the deposit status from “Hold” to “Transmit.” The system will then take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**

If you are keying a large dollar supplemental deposit late in the afternoon, you will receive this reminder:
2) **Hold/Save:** This option, when selected, will save the deposit information to the database and will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function. Each day, STO Bank Rec staff will review bank data to determine when supplemental deposits have been credited to the State’s account. The designated staff at each agency will be notified when bank credit has been processed for supplemental deposits and instructed to change the deposit status from “Hold” to “Transmit.”

3) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

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**Please Note:** The Supplemental Adj. Report of Deposit Form can be accessed and utilized by all state agencies. This form will be used to make supplemental report of deposit forms per SAM Section 8033.3. This form replaces the Adj./Wires/Misc. section on the paper report of deposit form. Supplemental Adj. deposit forms can be accessed for any Centralized Treasury System (CTS) Bank the agency has activated on their EDF program.
Wires/Misc. Deposit Entry:

Security clearance required:
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Wires/Misc. Deposit Entry Screen function is to input the information necessary to complete a Wires/Misc. Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank’s reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer’s Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the Wires/Misc. Deposit Entry Screen click on the Wires/Misc. button as shown below.
Session defaults:

- **Account**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Location**
  (established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)

- **Bank Account**
  (selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)

- **Signature**
  (established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Wires/Misc. deposits is Bankstamp. This data will remain constant until changed by the user. **This is a required field.**

5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be backdated up to 6 months or post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE.** This is a required field.

6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**

7. Adj, Wires, & Misc – This field is for wires and any other amounts not suited for the other fields. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” **For Wires/Misc. deposits, this is a required field.**

8. Total Deposit – This field is the total amount of the deposit, which should match the Adj./Wire/Misc. amount. Dollar Sign and commas are not allowed. The maximum amount for this field is $999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**
Once the Total Deposit is entered and saved, the system will compare the amount in the Adj./Wire/Misc. field to the Total Deposit amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.
After the user verifies all the information entered in the Wires/Misc. Electronic Deposits Form, they may click on one of the following four options:

1) **Save/Print**: This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**
If you are keying a large dollar deposit late in the afternoon, you will receive this reminder:

2) **Save/No Print**: This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.

3) **Hold/Save**: This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.

4) **Reset**: This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

---

**Please Note**: The Wires/Misc. Report of Deposit Form can be accessed and utilized by all state agencies. This form will be used in making deposits that do not fit under the categories of currency, coin or checks. This form replaces the Adj./Wires/Misc. section on the paper report of deposit form. Wires/Misc. deposit forms can be accessed for any Centralized Treasury System (CTS) Bank the agency has activated on their EDF program.
DEPOSIT MAINTENANCE - DEPOSITS MANAGER

Security clearance required:
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of the Deposit Manager function is to query, update, or re-print deposits that have not been transmitted to STO.

Using the Deposits Manager:

To access the Deposits Manager function as a Site Administrator or Supervisor, click on the command button listed under Deposit Maintenance as shown below.

The following screen will appear:
Deposits that have not been transmitted can be accessed from this screen and corrections/updates can be made.

You may search for a deposit by clicking on the "View list of all pending deposits" option, OR you may search for deposits by the following four criteria:

- By deposit number
- By bank number
- By total deposit amount
- By location

When you click the link “View list of all pending deposits” the following screen will appear.
You will then need to select a deposit type. For example, selecting “Supplemental” will bring up the following screen for Supplemental Deposits.

When querying a deposit by deposit serial number, input the serial number and the query will display all deposits not yet transmitted with that serial number. See the example below:
The following screen will be displayed after selecting one of the two deposits listed:

Editable fields:

- FAU Lines 1 through 3
- Transport method (via the drop-down menu)
- Date Deposited
- Signature
- Currency only (Regular Deposit Only)
- Coin only (Regular Deposit Only)
- Adj., Wires, Misc. (Supplemental or Wires/Misc. Deposits Only)
- Checks
- Item count (checks)
- Total Deposit
- Status Change (Transmit, Hold, Void)

Fields that can't be edited:

- Deposit number
- Agency Account Number
- Agency Location
- Bank Account
- Deposit type
Functions:

- **Save** (once the deposit data has been updated and/or the status changed, click on the SAVE button. The deposit information will now be changed in the database).
- **Reprint Deposit** – deposits can be re-printed from this function, either with or without changes being made.
- **Check Audit Trail** (selecting this option will show all changes made to a selected deposit):

Following is an example of a deposit audit trail:
DEPOSIT MAINTENANCE: DOWNLOAD DEPOSIT DATA

Security clearance required:
- Supervisor
- Site Administrator

Purpose of Function:
This function allows you to download deposit data stored on the web site and save it as a Microsoft Excel file on your PC. The resulting Excel spreadsheet will contain all deposits entered into EDF within the specified date range.

Please Note: The date criteria are not based on the Deposit Date field of the deposit, but rather the actual date the deposit was entered in EDF.

From and To Date Fields:
- Use m/d/yyyy or m-d-yyyy format
- If you do not enter a date, the current date is assumed
- You should receive the following confirmation message.
Download to Excel:
After clicking the Download button, you will see the following message.

You can open the file or save it. To save it click “Save”. The following “Save As” screen will appear. You can save it to the appropriate location.

Please Note: Be sure to change the Save as type to Microsoft Excel Workbook
Once you save the file the following message will appear.

Once the download is complete you can either click “Open” to bring up the Excel file or click “Close”. Then open the file in Excel.

If there are no deposits in the date range entered, you will receive a blank Excel spreadsheet.
Downloaded Fields:
The following fields are downloaded:

- (Agency) Account Number
- Location
- (STO) Bank Number
- Deposit Number
- Deposit Date
- Deposit Type
  - A = Adjustment
  - D = Regular Deposit
  - P = Pre-Sort
  - M = Misc-Sort
  - R = Remote Deposit
  - I = Imaged Cash Letter
- Signature Line (usually the UserID)
- For Agency Use Lines 1-3
- Currency Amount
- Coin Amount
- Adj., Wires, and Misc
- Check Amount
- Check Count
- Deposit Total
- Status (as of date/time downloaded)
  - Transmit – valid deposit not yet downloaded to STO system
  - Void – deposit has been voided
  - Hold – deposit has been placed on hold
  - Future-Dated – deposit has been post-dated
  - Complete – deposit already downloaded to STO system
- Date Entered
- Keyed By (User ID)
DEPOSIT MAINTENANCE: VIEW/REPRINT A DEPOSIT

Security clearance required:
- Viewer
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of this function is to query and reprint deposit forms.

To access the View/Reprint function under the Deposit Maintenance function, click on the command button listed under Deposit Maintenance as shown below.

The following screen will appear:

Search Criteria:
- By deposit number
- By date
Searching by Deposit Number

To search by deposit number you must enter the 10-digit deposit serial number and then select search.

When you select search the following screen will appear:

By clicking on a specific deposit, the following screen will be displayed:

From this screen you can select the reprint or check audit trail functions for this deposit. You can also see the date and time the deposit was keyed.
Searching by Date
To search by date you must select My Deposits OR All Deposits, enter the desired date and then select search.

When you select search the following screen will appear:

By clicking on a specific deposit, the following screen will be displayed:

From this screen you can select the reprint or check audit trail functions for this deposit. You can also see the date and time the deposit was keyed.
DEPOSIT MAINTENANCE: CREATE A REPORT

Security clearance required:
- Viewer
- User
- Supervisor
- Site Administrator

Purpose of Function:
The main purpose of this function is to create reports based on the following criteria:
- Account/Location
- Data Type
- Date Range (for History only)
- Include (for History only)
- Date Type
- Sort

Please note: The Date Range criteria are not based on the Deposit Date field of the deposit, but rather the actual date the deposit was entered in EDF.
- **Account/Location**
  These fields are tied together so that you can only enter valid Account/Location combinations. These combinations are set using Agency Maintenance - Agency Manager. The default for these fields are “All Accounts” and “All Locations”

- **Data Type**
  These fields filter out the following:
  - Deposits to STO – This will report all deposits that are currently in Transmit status (have not yet been transmitted to STO).
  - Pending – This will report all deposits that are currently on hold, post-dated (future dated), or were voided since the last EDF transmission (daily at 2:00 pm).

- **History** – This will report all deposits in Complete status (have been uploaded by STO) or that were voided before the last EDF transmission (daily at 2:00 pm).

  **The following fields appear when you select History**
  - **Date Range**
    If no date is entered in the “From” field, it will assume the current date. The “To” field is pre-filled with the current date, but can be changed to any date.
  - **Include**
    - Valid Deposits Only – Report will only include deposits that were not voided.
    - Voided Deposits Only – Report will only include deposits that were voided.
    - Both Valid and Voided Deposits – Report will include both valid and voided deposits.
  - **Date Type**
    - Date Deposited – Report will include deposits dated within date range
    - Date Keyed - Report will include deposits keyed within date range
    - Date Transmitted - Report will include deposits transmitted within date range
• **Sort**

You can have the report sort by Bank, Date or Account. Subtotals are created for each break in the sort.

---

Above is an example of a report with the following criteria:

**Account/Location:** All Accounts

**Data Type:** History

**Sort:** Bank

The report shows the date of the deposit, the date the deposit was keyed and the date the deposit was transmitted to STO.
Above is an example of a report with the following criteria:

Account/Location: All Accounts
Data Type: Pending
Sort: Bank

Send Report to Excel:

You can click the Send this report to Excel link to download the current data into an Excel spreadsheet. One purpose of downloading these reports to Excel is to allow the user to create a repeating header when printing the reports. Once in Excel, you can choose the following formatting options to create a more printer-friendly report:

From the File menu, select Page Setup.
On the Sheet tab, in the Rows to repeat at top field, type $1:$3.

On the Page tab, select Landscape for the orientation.

Select a Scaling option appropriate for the length of the report.
### List of Report Variations:

<table>
<thead>
<tr>
<th>Report</th>
<th>Sort #1</th>
<th>Sort #2</th>
<th>Sort #3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposits to STO</td>
<td>Bank</td>
<td>Date (deposit)</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>Pending (Exceptions)</td>
<td>Bank</td>
<td>Date (deposit)</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>Pending (Exceptions)</td>
<td>Date (deposit)</td>
<td>Date Deposited</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>Pending (Exceptions)</td>
<td>Account</td>
<td>Date Deposited</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Valid Deposits Only</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Valid Deposits Only</td>
<td>Date Keyed</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Valid Deposits Only</td>
<td>Date Transmitted</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Voided Deposits Only</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Voided Deposits Only</td>
<td>Date Keyed</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Voided Deposits Only</td>
<td>Date Transmitted</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Both Valid &amp; Voided Deposits</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Both Valid &amp; Voided Deposits</td>
<td>Date Keyed</td>
</tr>
<tr>
<td>History (date range) Bank</td>
<td>Bank</td>
<td>Both Valid &amp; Voided Deposits</td>
<td>Date Transmitted</td>
</tr>
<tr>
<td>History (date range) Date (deposit) Bank</td>
<td>Valid Deposits Only</td>
<td>Date Deposited</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>History (date range) Date (deposit) Bank</td>
<td>Valid Deposits Only</td>
<td>Date Keyed</td>
<td>Date Keyed</td>
</tr>
<tr>
<td>History (date range) Date (deposit) Bank</td>
<td>Valid Deposits Only</td>
<td>Date Transmitted</td>
<td>Date Transmitted</td>
</tr>
<tr>
<td>History (date range) Date (deposit) Bank</td>
<td>Voided Deposits Only</td>
<td>Date Deposited</td>
<td>Date Deposited</td>
</tr>
<tr>
<td>History (date range) Date (deposit) Bank</td>
<td>Voided Deposits Only</td>
<td>Date Keyed</td>
<td>Date Keyed</td>
</tr>
<tr>
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2 banks, 1 account, 3 locations:

Emerald City Maintenance
Bank: Wizard City Bank (WCB), Munchkin Bank (MB)
Account: 555
Locations: 123, ABC, B15

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WCB       MB       WCB       MB
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acct 555 bank WCB loc ABC 1555000101 1555000200
acct 555 bank WCB loc B15 1555000102 1555000300
acct 555 bank MB loc 123 1555000200
acct 555 bank MB loc ABC 1555000201
acct 555 bank MB loc B15 1555000202
acct 555 bank WCB loc B15 1555000301
acct 555 bank WCB loc B15 1555000302
acct 555 bank MB loc B15 1555000601

Deposits are processed in the same order listed below.
1 bank, 1 account, 3 locations:

Emerald City Maintenance
Bank: Wizard City Bank (WCB)
Account: 555
Locations: 123, ABC, B15

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Deposits are processed in the same order listed below:

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start number based on bank/account/location

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Start # account location

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Start # account location

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Start number based on bank/account/location

<table>
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Start number based on bank/account/location

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# Emerald City Maintenance

**Bank:** Wizard City Bank (WCB)

**Accounts:** 555, 789

**Locations:** 123, ABC, B15

## Start Number Based Bank/Account

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## Start Number Based on Bank/Account/Location

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Deposits are processed in the same order listed below.

**Acct 555 loc 123**
1555000100

**Acct 555 loc ABC**
1555000101

**Acct 555 loc B15**
1555000102

**Acct 789 loc 123**
1789000200

**Acct 789 loc ABC**
1789000201

**Acct 789 loc B15**
1789000202

**Acct 555 loc B15**
1555000103

**Acct 789 loc 123**
1789000203

**Acct 789 loc B15**
1789000204

**Acct 555 loc ABC**
1555000104

**Acct 555 loc ABC**
1555000105
Emerald City Maintenance

Bank: Wizard City Bank (WCB), Munchkin Bank (MB)

Account: 555, 789

Locations: 123, ABC, B15

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WCB     MB     MB     WCB     MB

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WCB     MB     MB     WCB     MB

Account 555 bank WCB loc 123
Account 555 bank WCB loc ABC
Account 555 bank WCB loc B15
Account 555 bank MB loc 123
Account 555 bank MB loc ABC
Account 555 bank MB loc B15
Account 789 bank WCB loc 123
Account 789 bank WCB loc ABC
Account 789 bank WCB loc B15
Account 789 bank MB loc 123
Account 789 bank MB loc ABC
Account 789 bank MB loc B15

Deposits are processed in the same order listed below.